

MINUTES
High Tech Center Training Unit Advisory Committee Meeting
High Tech Center Training Unit – De Anza Community College
 Friday, May 18, 2007

COMMITTEE MEMBERS

Carl Brown	HTCTU, De Anza	HTCTU Director	present
Michael Buckley	Shasta College	Region 1	not present
Thad Selmants	Sierra College	Region 2	present
Jim Kolthoff	Los Medanos College	Region 3	not present
Kathleen Allen	Chabot College	Region 4	present
Nancee Carrillo	Modesto Junior College	Region 5	present
Vacant	Vacant	Region 6	not present
Vacant	Vacant	Region 7	not present
Scott James	Santiago Canyon College	Region 8	not present
Fred Frontino	Mt San Jacinto College	Region 9	present
Carl Fielden	Grossmont College	Region 10	teleconference

STAFF/PRESENTERS

Scott Valverde	Chancellor's Office	present
Martin Crossley	ATPC	teleconference
Laurie Vasquez	Santa Barbara College	teleconference

New Business

Carl Brown discussed with the committee the Distance Education Guidelines, Basic Skills & Assistive Technology. Foothill – De Anza College got a \$700,000.00 grant from the Chancellor's Office to do the first phase of the Basic Skills Initiative Study. The grant was sublet to the statewide academic senate to provide funding to faculty primarily to develop better skills in Basic Skills programs such as reading, writing, and math. This could be in any medium such as online, one-on-one tutorial or direct instruction especially for students who are under prepared.

A draft of the Distance Education Guidelines was provided to the committee for review by Laurie Vasquez. She indicated that this draft had been revised in May 2007 by the new members of Technology Telecommunications Advisory Committee (TTAC) and System-wide Advisory Committee on Curriculum (SACC). The second draft of the Distance Education Access Guidelines was generated in 2004. Laurie asked the committee to form a taskforce from the HTCTU to make recommendations for change

and also make sure the revised Distance Education (DE) courses definitions from the draft are being addressed properly. The HTCTU is a categorically grant funded program and is restricted from providing direct training and support to mainstream community college faculty and staff. Carl pointed out that the Distance Education course definitions identifies the HTCTU as the point of contact for the entire California community college system. Carl suggested that we restructure the language or expand the work plan for the HTCTU.

Scott Valverde of the Chancellor's Office indicated that any recommendations for modification or change of language in the DE Guidelines should be submitted by the end of September for review by TETAC before any approval by the Board of Governors. Carl Brown reminded the committee to be careful in using the words like "should" and "must" in the context of the DE Guidelines. Laurie made it clear that there are two tasks to be completed before the guidelines go back to the committee on September. First is to look at the DE Guidelines written in 1999 and to review the draft made in 2007.

Members of the HTCTU Taskforce for the DE Guideline review are Carl Brown, Carl Fielden, Kathleen Allen, and Nancee Carrillo.

Carl Brown offered to generate the first cut of the DE Guidelines draft which he will send to the rest of the taskforce for edits and recommendations.

Basic Skills Initiative

Colleges are facing an ever increasing number of students who begin their studies academically under prepared for college-level English and math courses. Within this context, HTCTU is considering whether or not some elements of the technology for which it provides training and support might be of value to mainstream faculty and staff. The Basic Skills Initiative includes a self-assessment tool that provides an important starting point for colleges to begin analyzing student's strengths and weaknesses with respect to basic skills instruction. The committee was provided with a list of Regional Basic Skills Initiative initial meetings which will provide campuses with an opportunity to share experiences and best practices and evaluate current methods and levels of success in basic skills programs. Each community college campus will be encouraged to create a basic skills task force or similar team, to attend regional workshops and transmit that knowledge to their local campuses.

Kathleen raised the issue of 508 compliance and accessibility in schools in terms of purchasing software or hardware. Does being accessible mean it's also usable? Carl Brown would be willing to have the HTCTU provided training and support to mainstream faculty and staff involved in purchasing and acquisition if the Chancellor's Office will consider this training activity as within the scope of the HTCTU's responsibilities.

ACT Update

Jayme Johnson, HTCTU ACT Specialist, has added 2 new trainings: Accessible Podcasting and Screenreader Day. Accessible Podcasting is a basic overview of podcasting, as well as an in-depth look at the best practices for enhancing the accessibility of audio and video podcasts within iTunes and how to make an “ebook” for the iPod device. During Screenreader Day, participants had the opportunity to compare the functionality of the three main screenreader applications combined with an overview of screenreading technology, the challenges of teaching an individual to use a screenreader, and the challenges of creating accessible documents and webpages that are screenreader friendly.

Jayme is currently also engaged in 3 research projects: the newly released Windows Vista operating system, Windows-based AT on Apple Macintosh platform and Dolphin Supernova. He also attended ATIA, CSUN, and Tech Ed conference in which he co-presented the “DVD Captioning with Adobe Encore” with Gaeir Dietrich. He will be presenting for OTC at Ohlone College on June 11 and 12 and Podcasting Lab Session at AHEAD on July 16-20.

Jayme reported to the committee on the current status of the LD Software Project. Its goal is to create a resource that will assist in the process of evaluating educational software in regard to specific cognitive deficits identified by LD testing instruments used in the California community colleges. LD specialists Marcia Krull of Mt. San Jacinto College and Sue Norton of Palomar College are finishing the write-ups for the testing instruments, and the software evaluation teams are evaluating software through the summer. They will meet before the beginning of Fall Semester to discuss evaluation process, determine if additional software should be purchased and set the final timelines for finishing the software review and writing/editing process.

Alternate Media Update

Gaeir Dietrich’s site visits have included West Hills College, San Diego Mesa College and soon at San Diego City College. At the end of June, Gaeir and Sean Keegan will be at Santa Monica Community College for math training. Both of them will also be doing a 2 day pre-conference session at AHEAD which will increase the colleges’ participation on the AMX Database. She will also be alternate media topics at the LD eligibility model training in Sacramento on August 1-3. She will be presenting on alternate media and assistive technology for students with learning disabilities.

Gaeir is currently working with Deborah Stern, a De Anza College counselor, on developing an intake form for alternate media and assistive technology. This will counselors at community colleges to better understand how to make recommendations

with regard to alternate media and assistive technology. A prototype will be provided at the next advisory meeting.

The California Transcribers and Educators of the Visually Handicapped (CTEVH) is the nation's largest transcriber organization bringing together transcribers, visually handicapped and parents. Gaeir was asked to run the support services track for alternate media providers, people providing adult education and adult rehab and counselors at their next conference at the Los Angeles Marriott on February 29 – March 2, 2008.

Web Accessibility Update

Sean Keegan, HTCTU Web Accessibility specialist, talked about his presentations at CSUN and Tech Ed. He was able to talk to representatives from Apple Computer regarding iTunes accessibility. Many community colleges are using iTunes in their courses. It remains unclear what steps Apple Computer may take to improve accessibility of the iPod and iTunes products.

Future site visits include Fresno City College and Ohlone College on June for the Online Teaching Learning Conference promoted by CCCConfer, @One and CVC projects. Sean is also a committee member for the PDF Universal Accessibility Committee which is currently developing guidelines and standards that will eventually develop a set of PDF accessibility standards similar to the W3C web accessibility guidelines.

To date, there are 0,641 book titles in the AMX database. 15,294 shared alternate media titles. Videos total 1,567 titles with 2,500 having a shared multiple version captioned format. There were over 3,000 total jobs produced through the AMX database in the last 2 years and approximately 2,500 of those have been completed. There are now 77 colleges that are contributing materials to the database.

Sean is currently working on the screen recording for the Web Accessibility Primer; a project similar to MagPie DVD, focusing on PDF creation, basic web page accessibility creation, captioning and creating accessible Power Point for the web.

Upcoming trainings include the updated and revised Digital Captioning Training combined with Podcasting and Web Accessibility Tools. Sean is also doing demonstration on Lecture Tool that will take a Power Point into a video format with captions.

ATPC Status

Martin Crossley of the ATPC reported that from January until the end of March of this year, they have processed 21,546 requests. They currently have 7,373 verified unique ISBN numbers in their catalog that were either supplied by publishers or the ATPC has created. This year's first quarter, they have already dealt with 2,349 requests from

colleges making this year one of their busiest. On Braille, they have 39 requests so far in this year's third quarter and a total of 9500 pages of of literary Braille produced. They are now working on 6 orders for the fall semester. A total of over 19,500 pages of math, almost 5,000 pages of foreign language and 60 pages of music Braille. The Avenal prison project is doing strictly math books now with the Duxbury and Braille 2000 technologies. There are 9 inmates currently working for the Avenal State Prison project. As a vocational education program, they were suppose to have 12 inmates total otherwise they will lose their funding. Five of these inmates are certified Braille transcribers.

A project that the ATPC is looking at doing is collecting all the books they have converted and tagged and set up a separate page in their website for the colleges to have easy access.

ATPC will be at the CAPED conference in Southern California on October. No date has been set yet for their advisory committee meeting but Martin said it will definitely be in conjunction with the CAPED. Martin and Mike Bastine of ATPC went to New York for the annual convention of the Association of American Publishers' (AAP) Rights and Permissions Advisory Committee (RPAC). One of the issues that was discussed is regarding accessibility and how publishers could streamline the process of identifying what books are being done, who wants to do them, and sharing the finished file. Mike said that the publishers were very receptive and 100% behind the idea.

Chancellor's Office Update

Personnel changes have been happening at the Chancellor's Office. Scott Valverde came on board at the Chancellor's Office last March along with Scott Berenson as the new Program Coordinator replacing Peggy Tate. Aiden Ely, DSPS Dean, is leaving the Chancellor's office and is taking a VP position at Folsom Lake College. Sarah Tyson, Student Services Dean, is currently managing the program until Ely's position gets filled.

Scott talked about the categorical program reviews and site visits. The review team is comprised of a representative from the CSSO, a system office staff and a peer from each of the main categorical programs. Three colleges so far have been visited in this pilot fiscal year, LA City College, Butte College and College of the Canyons. A schedule of future college accreditation reviews is listed on CO website. Eighteen colleges are scheduled next year.

Deaf and Hard of Hearing's (DHH) funding is 9.6 million for the first year. The advisory committee was able to allocate the funding in three rounds. They also came to an agreement to extend the allowable expenditures for these funds for next year to hopefully eliminate the problem of doing multiple rounds of allocation. Two things were allowed by the committee for this year's funding: benefits and interpreter coordination.

Scott attended the Governor's Committee on Employment for individuals with Disabilities. There were two recommendations that will be passed on from the education

sub-committee to the executive committee. The first is a media campaigns to promote a positive image of individuals with disabilities in various forms of media (TV, films, etc.) and the second promotes self-employment and entrepreneurial opportunities for people with disabilities through success stories.

Last March, the Board of Governors adopted a motion on system wide uniform assessment. By November of this year, the System Office will have to report to the-BOG on a plan to move toward adopting system wide uniform assessment tools. A taskforce was formed chaired by the Academic Senate to plan to provide a report for the BOG meeting in November.

At the last BOG meeting, there were several one time funding increases to certain areas in the May revise. Student Services has \$10 million for matriculation and a total of \$150 million increase in career technical education equipment, nursing program, and instructor's equipment. The January projection for COLA was 4.53 although unfortunately there was an 80 million reduction on the base funding due to declining enrollment.

Handouts Provided:

DE Guidelines Draft May 2007
Minutes, January 12, 2007
Basic Skills Initiative Event List

Next Meeting: September 21, 2007